

Information Management TODAY

In the Office of Science

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Krebs Leaves Enduring Legacy

This first newsletter for FY2000 is dedicated to Martha Krebs, whose vision, leadership, and support have made and will continue to make possible a wide range of accomplishments in the IM arena both within SC and throughout the Department. Her advocacy of the many benefits of an IM architecture led to an SC IM architecture that now serves as a model for the Department. Dr. Krebs' vision also extends to the field, where SC is now working closely with our Operations Offices on collaborative IM projects for FY2000, including an SC-wide architecture. The IM efforts begun under Dr. Krebs' stewardship are an important legacy that will benefit SC and the Department for many years to come. We are very grateful for her vision and support.



What's New for FY2000

The IM Team is excited about delivering many new IM products and services during FY2000. This year reflects an IM program that works hand-in-hand with you, our customer, to ensure that SC IM services meet your needs. This is a vision where:

- SC continues to be a Departmental leader by adopting "best in class" private sector examples of how to plan, deliver and manage IM services;
- All IM services to be delivered in FY2000 are openly shared with everyone in SC (see the newsletter insert and our Operational Plan on the IM Team Web page);

- The SC IM Board and the new SC Customer Information Advisory Group, each with representatives from all SC organizations, make it possible for all points of view to be heard as IM services are planned, developed and rolled out for use; and
- SC HQ and the SC Operations Offices are working closely together to establish an SC "corporate" vision for the benefit of the entire SC complex.



In FY2000 you will begin to see the results of the work done by members of the Information Management for the Office of Science (IMSC) team. Their efforts are producing the first several elements of IMSC, a system that will integrate information access and reporting across SC. Capabilities will be provided during the first and second quarters to support the grants and field work proposal processes by issuing solicitations and maintaining information on proposals.

Work is also underway on several other IMSC elements including Budget Formulation. Details on the multiple IMSC capabilities to be delivered over the next two years are available by viewing the IMSC RoadShow at <http://scimwww1.t/imsc/roadshow>.

In addition, several out-of-date or incompatible systems will be retired and replaced to provide better support and performance. An evaluation of systems that may be replaced is currently being made based on cost effectiveness and benefits to the user. Candidates for retirement will be discussed with the newly established SC Customer Information Advisory Group before final decisions are made.

New workstations and software upgrades also will be provided in FY2000, including installation of Office 2000, which will provide many new capabilities and functionality.

Finally, there will be increased emphasis on improved communications. The IM Team homepage will be redesigned to keep you better informed of current and planned services. IM Board meetings will continue to be held on a monthly basis to oversee all IM activities. The SC Customer Information Advisory Group will continue to meet on a weekly basis.

See the Insert for details on IM products and services to be delivered in FY2000.

Significant progress was made over the last year; however, many of the accomplishments were primarily "behind the scenes." As we work together this year, I expect you to see far more accomplishments and benefits that have a direct and positive impact on how you do your job.

Richard Yockman, SC-621

What's SC HQ doing about Y2K?

Over the past year, the IM Team has been working to ensure that the major SC HQ IM systems are Y2K compliant. These efforts have been based on guidance from the Office of the CIO, who is responsible for the Department's Y2K compliance effort. SC HQ has reviewed, modified, and tested its major systems, provided for independent end-to-end testing of mission-critical systems, and developed plans to reduce risks and prepare for the potential impact of any Y2K-related failures.



These Y2K compliance activities covered all SC HQ workstations, all network servers, standard commercial off-the-shelf (COTS) software supported by SC HQ, and most applications developed by SC HQ (listed in the box below). The IM Team first performed its own compliance review and remediation of these systems. Then an independent contractor was hired to review these systems and verify compliance. The final report was provided September 30, 1999. It identified no major compliance issues and 34 minor issues, 33 of which the IM Team has already addressed.

Two of the SC HQ applications were identified as "mission-essential," the Financial Management Information System (FMIS) and the Integrated Procurement System (IPS). Both systems were found to be Y2K compliant individually. However, because these systems support a core business activity, they received some additional attention. The same independent contractor performed "end-to-end" testing on both systems. This testing verified that all data exchanges between FMIS and IPS and their interfacing systems were also Y2K compliant. In addition, contingency plans were developed for FMIS and IPS to prepare for and reduce the potential impact of any Y2K-related failures. These plans include preparations for IPS and FMIS users to continue operations in a manual mode if necessary.

The IM Team is confident that all reasonable steps have been taken to reduce Y2K risks to SC HQ workstations, network servers, standard (COTS) software and the applications listed below. However, SC HQ users should be aware that our systems are, to varying degrees, affected by situations outside of SC HQ control (e.g., power supplies, information feeds from outside SC HQ). Any problems that arise should be reported to the Support Center (301-903-5313), which will be on alert to handle these problems on a priority basis.

SC Developed Applications Reviewed for Y2K Compliance

DOE Pollution Prevention Information Clearinghouse	Personnel Action Tracking System
Intergovernmental Personnel Act Assignment System	Route Slip
Laboratory Directed Research and Development System	SBIRMail System
Small Business Innovation Research System	Document Logging System
Basic Energy Sciences System	Domestic Travel System
DOE Phone System	Front Office Daytimer
Financial Management Information System	Laboratory Appraisal System
Integrated Procurement System	Laboratory Management Database System
Laboratory Graphic Feature Application	Research Information Management System
	SC Calendar

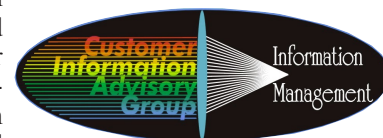
SC IM Board Approves IM Plan and Customer Group

The SC IM Board meets monthly to learn about IM developments, make recommendations, approve IM policies and procedures, review strategic and tactical IM plans, and facilitate expanded customer involvement in IM activities. The Board met on September 27, 1999 to discuss the FY2000 IM plan and budget. The budget presentation included funding at three levels (projected, requested, and reduced) for multiple projects in each of the key IM program elements. The Board recommended to the SC Executive Steering Committee (ESC) an FY2000 budget plan at the requested level. The ESC approved the requested budget level of \$7.5 million.

The IM Board also approved establishment of an SC Customer Information Advisory Group (CIAG) to provide customer input to IM activities on an ongoing basis. The Chairman of the Customer Group will be a member of the IM Board. System owners, system users, program managers, support staff, and management will all be represented on the CIAG which will include members from each of the SC organizations. Given the April 1999 realignment, the Board discussed Operations Office involvement in the Customer Group and decided to defer serious consideration of how to involve the Operations Offices until the second quarter when more will be known about specific IM projects that will be carried out jointly with the field.

SC Customer Group Sets Agenda

The SC Customer Information Advisory Group (CIAG) held its first meeting on October 27, and decided to meet initially on a weekly basis to learn more about all ongoing and planned IM activities and



become involved in them actively and quickly. The Customer Group will provide input on current IM services, help resolve ad-hoc issues, and advise on planned and new services and how best to roll them out to the users. For the next several meetings, the Group will divide its time between education and looking at new IM capabilities scheduled to be made available during the coming three months.

CIAG MEMBERS

John Willis	Chair	SC-55
Greg Dilworth	Alt Chair	SC-17
Ted Griffin	Exec. Secretary	SC-621
Shahida Afzal	Exec. Secretary Mgt. Team	SC-50
Steve Buswell		SC-7
Dean Oyler		SC-22
Cathy Hanlin		SC-23
Steve Eckstrand		SC-55
Marvin Stodolsky		SC-72
Sharon Betson		SC-73
Bobbie Parra		SC-74
Emily Knouse		SC-622

Work Begins on Improving Desktop Services

Several actions are underway or planned that will improve the operation of the SC LAN and, thus, the operation and speed of your workstation. By the end of the second quarter of FY2000, everyone at SC HQ will have a new, upgraded workstation (75 have been installed so far). The new workstations will be 400-500 Mhz with 128 Mb RAM, 8 Mb video RAM, a 48X internal CD ROM drive, and an internal Zip drive.

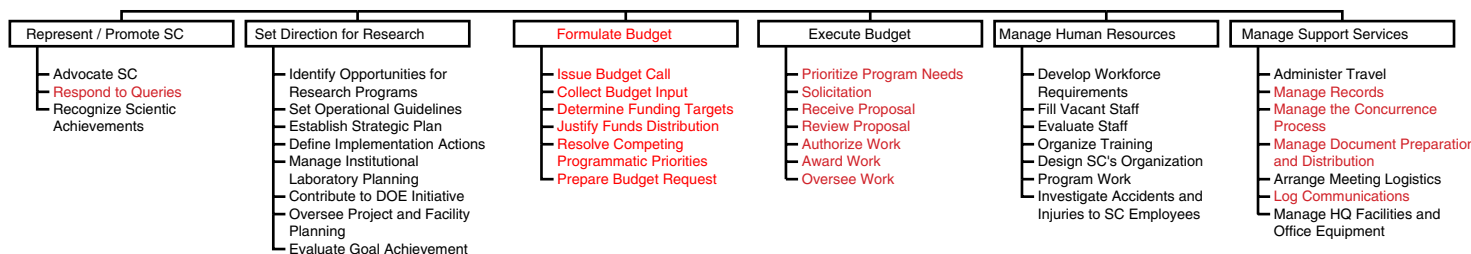


Although standard policy is to upgrade approximately 33% of SC's workstations each year, it is necessary to upgrade all workstations this year in order to support other improvements. These

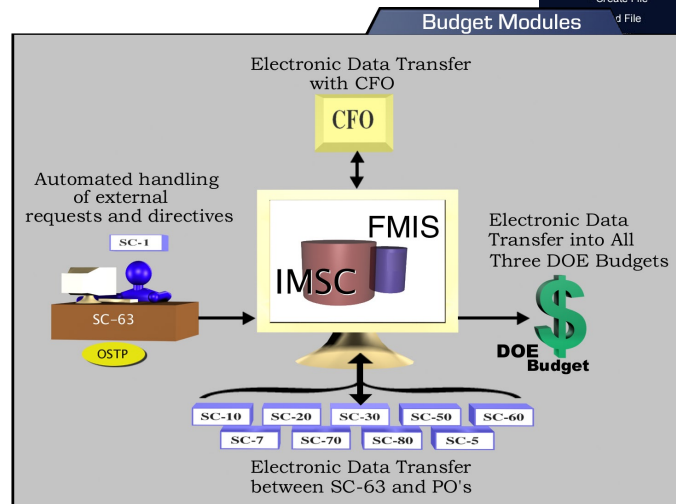
include migration from the Novell server operating system to the NT operating system (which will be completed in the first quarter), migration from Windows95 to Windows2000 (third and fourth quarter), and installation of Office 2000 on all desktops (third quarter). You will hear more about Office 2000 as the time approaches to install it. In summary, it will offer additional features, improved functionality and more seamless operation between the MS Office applications (e.g. PowerPoint, Excel, Word, etc.). In addition, Office 2000 is required for IMSC, the SC HQ corporate business system that will integrate information access and reporting.

IMSC Begins Work on Budget Formulation Capabilities

The Information Management for the Office of Science (IMSC) team continues to make significant progress in integrating information access and reporting across SC in areas shown below in the SC HQ Business Model. The IMSC team has turned its attention to working closely with each of the SC HQ program office areas to identify the system requirements for the Budget Formulation package. The SC HQ business model (below) has several core business processes (shown in red) that will be automated as part of the IMSC system.



The current SC HQ Formulation Budget process needs an automated interface to the SC-63 Financial Management Information System (FMIS). The IMSC team agreed to focus on two major offices within SC HQ (the Office of High Energy and Nuclear Physics and the Office of Basic Energy Sciences) to develop a successful prototype formulation capability for deployment in all SC HQ program offices during FY2000. The worksheet concept being developed will allow both SC HQ budget analysts and program office users controlled access to electronic SC HQ budget data.



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Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print Edit

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Modify Worksheet

B&R Code	Work Element	Institution	FY 1998 B/A	FY 1998 Obs	FY 1998 B/O	FY 1999 B/A	FY 1999 B/O	FY 2000 Decr	FY 2000 Target	FY 2000 PPL
KA040308	1012486	Baylor Univer	65	65	65	65	65	59	65	65
KA040308	1011926	Bucknell Univ	0	0	0	0	0	142	158	158
KA040308	1011960	California Ins	120	120	120	120	120	128	128	181
KA040308	1012441	Carnegie Mel	450	450	413	450	450	438	487	487
KA040308	1011884	Drexel Univer	0	0	0	46	46	77	85	85
KA040308	1012120	Iowa State U	175	175	175	175	175	152	186	200
KA040308	1011771	Pennsylvania	118	118	118	224	224	281	312	388
KA040308	1011855	Yale Universi	0	0	0	12	12	11	12	12

Save Cancel Help

Internet zone

SC HQ/Field Collaboration

In keeping with the realignment of HQ/Field reporting relationships announced by the Secretary last April, the IM Team has been working with its counterparts at Chicago, Oakland, Oak Ridge, and OSTI to plan collaborative IM projects for FY2000. The SC HQ/Field Collaboration Group has developed and prioritized a list of 13 potential projects. Some of them are significant efforts, such as development of an SC-wide information architecture that will provide direction to SC HQ and Operations Offices in developing integrated, compatible information systems and technologies.

Several projects, such as the enhancement of E-mail communications among SC sites (by establishing a standard SC-wide directory) and the implementation of improved remote access should greatly improve day-to-day functionality for many in SC. Others leverage experience already gained at a particular site (e.g., web-based Ethics Training developed by Oak Ridge). Still others are expected to achieve cost savings for all sites (e.g., a collaborative approach to disaster recovery).

The approach / schedule for the collaborative projects will be finalized in the near future. At that time, specifics will be available on the IM Team Web page.

Frequently asked questions

Can I transfer my addresses / favorites from Netscape to Internet Explorer or do I have to re-enter them?

Fortunately, there is a utility on the p: drive to convert Netscape Bookmarks to Internet Explorer Favorites. Here are instructions for accessing and using the utility:

1. From your **Start Menu** select '**Run**' then type p:\convert.exe
2. The utility will launch and open a window called Bookmark Converter.
3. Click on "**Browse**" to locate your bookmarks file (called **bookmark.htm**). The file is usually located at c:\windows\netscape. **Highlight** the file and click **Open**. You will be returned to the Bookmark Converter screen.
4. Click '**Convert Bookmarks**'.
5. Click "**OK**" when the Bookmarks have been converted.
6. Verify that bookmarks have been converted to favorites by opening your Internet Explorer browser and clicking on **Favorites** from the menu.



If you have any questions locating your bookmarks file or using the utility please call the Support Center (301-903-5313) for assistance.

Information Management Contact List



www.sc.doe.gov/production/orm/621home.htm

SC-621

Strategic Planning & Architecture (SPA)			
Ted	Griffin	Federal Lead	3-4602
Pat	Rice	Federal	3-4556
Jason	Kruse	Contractor Lead	3-6592
Systems Development (SD)			
Gene	Hughes	Federal Lead	3-5409
Pat	Flannery	Contractor Lead	3-9002
Systems Engineering (SE)			
Robbie	Green	Federal Lead	3-6578
Andrew	Payerle	Contractor Lead	3-8465
Application Integration & MGMT (AIM)			
Robbie	Green	Federal Lead	3-6578
William	Teel	Contractor Lead	3-9360
Production (Support Center)			
Robbie	Green	Federal Lead	3-6578
Jeanne	Beall	Federal	3-4587
Tom	Lombardo	Contractor Lead	3-1312
HQ year 2000 Compliance			
Ted	Griffin	Federal Lead	3-4602
Field Office Coordination			
Ted	Griffin	Federal Lead	3-4602
Program Management (PM)			
Dick	Yockman	Federal Lead	3-3394

IM Board

Ari	Patrinos	Chair	SC-70
Bill	Nay	Security Advisor	SC-62
Mary-Ann	Scott		SC-3
Peggy	Burris		SC-4
Steve	Buswell		SC-7
Greg	Dilworth		SC-17
Bob	Woods		SC-22
John	Willis		SC-55
Myrna	Vallette		SC-62
Mike	Riches		SC-70
John	Yates		SC-82
Carolyn	Murphy		ESMT

IMSC Team

Peter	Rosen	Co-Champion	SC-20
Ari	Patrinos	Co-Champion	SC-70
Dean	Oyler	Co-Lead	SC-22
Bobbie	Parra	Co-Lead	SC-74
Anne	Zerega		SC-5
Norman	Kreisman		SC-5
Steve	Buswell		SC-7
Joseph	Martinez		SC-14
Nicholas	Woodward		SC-15
Donna	Sier		SC-22
Walter	Polansky		SC-32
Stephen	Eckstrand		SC-55
John	Sauter		SC-55
Myrna	Vallette		SC-62
Isla	Linger		SC-63
William	Burrier		SC-64
John	Yates		SC-82
Anna	Lowe		SC-83
Diane	Dunlop		OSTI

FY2000 IM Products and Services



All IM products and services planned for FY2000 are listed in the following milestone chart. Although some occur “behind the scenes,” all of them are required to deliver and support the IM products and services needed by SC. Note that the milestone chart is segmented into five categories: Strategic Planning and Architecture, System Development, System Engineering, Application Integration and Management, and Production. These categories reflect the lifecycle of IM projects and represent how the IM Team performs its work.

Strategic Planning and Architecture maintains a five-year IM strategic plan for the delivery of IM services to support SC HQ business activities. Using this plan, the annual IM operating plan is developed that details how and what will be accomplished. System Development and System Engineering follow the IM operating plan to develop the applications and supporting technology specified. Completed development is turned over to Application Integration and Management, where a well-defined integration process ensures that a quality product is delivered to the user. Finally, the product goes into Production where ongoing maintenance is performed and assistance is provided to the user through the Support Center (301-903-5313).

More details can be obtained in the FY2000 IM Operating Plan, which is available on the SC-621 homepage (www.sc.doe.gov/production/orf/621home.htm).

SC HQ FY2000 Milestone Chart

Organization / Title	Deliveries			
	Q1	Q2	Q3	Q4
Strategic Planning and Architecture (SPA)				
IM Strategic Plan Update				
Updating the Principles	●			
Update the IRC	●			
Research & Recommend IRC tool	●			
Update Business Model	●	●		
Update the Data Architecture	●	●		
Update Applications Architecture			●	
Update Technology Architecture			●	
Update SV & TV (internal to 621)			●	
Update SV & TV (IM Board & ESC)			●	
FY 01 Operational Planning			●	●
FY 01 Integrated Schedule			●	●
IM Board Meetings (monthly)	●	●	●	●
Customer Group Meetings (monthly)	●	●	●	●
Architecture Reviews (ah-hoc)	●	●	●	●
Corporate Interface Reviews	●	●	●	●
IM Communication				
Publish IM Today (Quarterly)	●	●	●	●
Redesign Home Page	●	●	●	●
Update Home Page	●	●	●	●
IM Info Architecture RoadShow	●	●	●	●
Field Collaboration Meetings (monthly)	●	●	●	●
SC-621 Quarterly Meetings (quarterly)	●	●	●	●
IM Lifecycle				
Budget Execution Meetings (monthly)	●	●	●	●
Acquisition Review (monthly)	●	●	●	●
SPA Policies Developed	●			
System Development Policies Developed		●		
System Engineering Policies Developed			●	
Application Integration Management Policies Developed			●	
SPA Web site Developed	●			
Performance & Standards Reviewed	●	●	●	●
Process Improvements Established	●			
FY 01 Performance measures / metrics develops				●
Lifecycle Review / Update	●	●	●	●

Organization / Title	Deliveries			
	Q1	Q2	Q3	Q4
System Development (SD)				
Support Services v1.0				
Beta 1		●		
Beta 2		●		
Beta 3			●	
Reference Package v1.0				
	●			
Execution Work Management (EWM) v1.0				
Beta 1	●			
Beta 2	●			
Beta 3	●			
Beta 4	●			
Execution Work Management (EWM) v1.1				
Beta 1		●		
Beta 2		●		
Beta 3		●		
Budget Package v1.0				
Beta 1		●		
Beta 2		●		
Beta 3			●	
Intranet Package v1.0				
Beta 1		●		
Beta 2		●		
Beta 3			●	
Intranet Services Package v1.1				
Beta 1				●
Budget Package v1.1				
Beta 1				●
Intranet Package v2.0				
Beta 1				●
Execution Work Management (EWM) v2.0				
Beta 1				●
System Retirement and Replacement				
	●	●	●	●

Organization / Title	Deliveries			
	Q1	Q2	Q3	Q4
System Engineering (SE)				
Disaster Recovery				●
Office 2000		●		
Standard Desktop		●		
Security Services		●		
Workflow Infrastructure	●			
Additional Workflow Engineering		●		
IMSC / Document Management Infrastructure			●	
Intranet Infrastructure		●		
System Retirement and Replacement	●	●	●	●
Created Image (400 Mhz Images)	●			
33% Upgrade (LAPTOPS ONLY)			●	

Organization / Title	Deliveries			
	Q1	Q2	Q3	Q4
Application Integration and Management (AIM)				
EWM v1.0 Beta 4	●			
Support Services v1.0 Beta 3				●
EWM v1.1 Beta 3				●
Budget v1.0 Beta 3				●
Intranet v1.0 Beta 3			●	
Support Services Package v1.0				●
Integration / Rollout				
Reference v1.0 Integration / Rollout	●			
EWM v1.0 Integration / Rollout			●	
EWM v1.1 Integration / Rollout				●
Budget v1.0 Integration / Rollout			●	
Disaster Recovery Integration / Rollout			●	
MS Office Integration / Rollout			●	
Standard Desktop Integration / Rollout			●	
Security Services Integration / Rollout		●		
Workflow Integration / Rollout	●			
IMSC / Doc Mgmt Integration / Rollout			●	
Intranet Infrastructure Integration / Rollout		●		
Additional Workflow Integration / Rollout			●	
System Requirement and Replacement	●	●	●	●
33% Upgrade (LAPTOPS ONLY)			●	

Organization / Title	Deliveries			
	Q1	Q2	Q3	Q4
Production				
Complete NT Migration	●			
Workstation Upgrades	●	●		
Support Services v1.0				●
Reference v1.0	●			
EWM v1.0	●			
EWM v1.1			●	
Budget v1.0				●
Intranet v1.0				●
Disaster Recovery Plan				●
Office 2000			●	
Standard Desktop			●	
Security Services		●		
Workflow Infrastructure	●			
Additional Workflow Infrastructure			●	
IMSC/Doc Mgmt Infrastructure			●	
Intranet Infrastructure		●		
System Retirement and Replacement	●	●	●	●

IM Lifecycle

